ANNOUNCEMENTS

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GENERAL

All persons appointed to any position within the State of Colorado personnel system must meet the minimum qualifications and requirements of the class and position to which appointed.

If the agency does not have an applicable reemployment list, job announcements are one method of recruiting applicants for positions within the State of Colorado personnel system. When determining the need for recruitment, the agency should consider the following: geographic recruitment area; labor market; number of anticipated vacancies; and other relevant factors. Agencies should announce job vacancies in those locations, as determined by the agency, where potential applicants for the vacancy might reside.

In announcing jobs, all open competitive positions and Statewide promotions must be posted on the Internet. A Lotus Notes software application, Job Announcements, was developed to assist agencies in posting job vacancies by providing a uniform method to produce job announcements for display on the Internet (Web) and/or paper copies for distribution and posting. More information about Job Announcements in Lotus Notes may be found in Attachment A.

TYPES OF ANNOUNCEMENTS

Announcements are identified by the method used to fill the vacant position and by the class being filled. The method used and the class being filled normally will determine the area of recruitment. Listed below are the different types of job announcements and the characteristics of each.

A. **OPEN-COMPETITIVE** - applications accepted for a limited time period from both current employees and non-employees for an immediate job vacancy.

   1. **OPEN-CONTINUOUS** - a subset of the open-competitive announcement that is issued for an extended length of time. For open continuous announcements, applications are accepted from both current employees and non-employees even though there may not be an immediate vacancy. When a vacancy does occur, an applicant pool is identified.

   2. The following are characteristics of both the open-competitive and open-continuous job announcements:

      a. Statewide Announcement
        ✓ Posted on the Internet
        ✓ Open to all residents of the state.
        ✓ Recommended posting time at least five working days.

b. Nationwide Announcement – must have approval of the State Personnel Board to recruit outside the State of Colorado (approved residency waiver).
   - ✓ Posted on the Internet and other publications.
   - ✓ Open to all interested individuals.
   - ✓ Recommended posting time at least five working days.

B. **PROMOTIONAL** - applications accepted from current employees and employees who appear on a reemployment list(s) for a class other than the vacant class or with another state agency.

1. Reallocation Announcement
   - ✓ Posted as a result of an upward allocation of an encumbered position.
   - ✓ Applicants are limited to individuals who are current certified or probationary employees of the agency/division or individuals who are on a current reemployment list for a different class for the state agency.
   - ✓ Recommended posting time at least five working days.

2. Divisional Announcement
   - ✓ Posted in a division.
   - ✓ Applicants are limited to individuals who are current certified or probationary employees in the division that has the vacancy or individuals on a current reemployment list for a different class for the division that has the vacancy.
   - ✓ Recommended posting time at least five working days.

3. Department Announcement
   - ✓ Posted in a department.
   - ✓ Applicants are limited to individuals who are current certified or probationary employees in the department that has the vacancy or individuals on a current reemployment list for a different class for the department that has the vacancy.
   - ✓ Recommended posting time at least five working days.

4. Statewide Announcement
   - ✓ Posted on the Internet.
   - ✓ Applicants are limited to individuals who are current certified or probationary employees or individuals on a current reemployment list for a different class or for the same class with a different state agency.
   - ✓ Recommended posting time at least five working days.

C. **TRANSFER/REINSTATEMENT** - applications accepted from any current or former (certified) state employee in the same class or in a class with the same grade maximum.

1. Announcement is posted on the Internet and in locations where potential applicants may view it.
   - ✓ No minimum posting time period.
   - ✓ A statement regarding acceptance of applications from transfer or reinstatement eligible individuals may be included in an announcement that is posted for a vacant position. If included, the statement might read:

     Individuals eligible for transfer or reinstatement will be considered for this vacancy. If you wish to be considered for this vacancy please complete and submit a State of Colorado Application for Announced Vacancy per "Submit Application to" section of this announcement and submit any additional required documents with your application.

CONTENTS OF THE ANNOUNCEMENT

A job announcement is designed to recruit applicants for a job vacancy. It should provide interested individuals with adequate information about the job, the requirements, documents required, and how to apply for the vacancy. Following is a list of items that should be included in a job announcement.

A. Vacancy/Announcement type – this refers to the method of recruitment, e.g., Open-Competitive, Department Promotional, etc. Required if using Lotus Notes to produce announcement.

B. Name of Agency - state agency or higher education institution that has the vacancy. Required if using Lotus Notes to produce announcement.

C. Job Title - official class title and/or a working title for the vacancy being announced. Required if using Lotus Notes to produce announcement. Do not use the "#" symbol in the title when entering information in this field. Agencies should consider using working titles for all positions to better identify the vacant position. (ie. the working title of Human Resources Specialist means much more to applicants looking for jobs in that area than General Professional III.)

D. Position Number – position number that identifies the vacancy being announcement. Required if using Lotus Notes to produce announcement. Do not use the "#" symbol in the position number when entering information in this field.

E. Job Location - city where the vacancy is located. Required if using Lotus Notes to produce announcement.

F. Salary - information about the pay for the position. Generally the monthly hire rate (lowest value of the salary range) will be entered. You also may list a range that would be from the hire rate to the upper salary limit. An hourly rate should be entered if the position is not full-time. Required if using Lotus Notes to produce announcement.

G. Release Date - date the announcement is released or opened. Required if using Lotus Notes to produce announcement.

H. Apply By – application closing date or last date applications will be accepted for the vacancy. Required if using Lotus Notes to produce announcement.

I. Employment Type - full time, part time, shift, etc. Required if using Lotus Notes to produce announcement.

J. Class Code - state class code including specialty areas as appropriate for the announced position. Required if using Lotus Notes to produce announcement for a classified position. Do not use the "#" symbol and do not use spaces before and/or after the class code when entering information in this field.

K. Job duties - a brief summary of the major job duties including the essential functions of the announced vacancy.

L.   Minimum qualifications/requirements - education, experience, and other requirements, such as licenses, certifications, and/or registrations, required for entry into the announced vacancy.   Note: If a special skill or knowledge (shorthand, dictation, knowledge of administrative hearings process, etc.) is required to perform a unique requirement of the job, it should be included. Minimum qualifications, requirements and substitutions should be identified during the job analysis when you meet with the appointing authority to discuss and clarify the specific job requirements of the position. In clarifying the minimum qualifications, agencies should remember that the information included in the minimum qualifications/requirements section along with information in the substitutions section of the announcement are the criteria that must be used by the agency to screen applications. Therefore, statements about the minimum qualifications/requirements for the position should be clear and precise to help applicants, as well as the human resources professional screening the applications, determine if the applicant meets the stated qualifications and requirements. Agencies also should remember that minimum qualifications/requirements on the job announcement take precedence over other screening criteria for applications since it is the only information that was made available to individuals at the time of application.

M.   Substitutions - State statute requires that appropriate experience be substituted for education required in the minimum qualifications of a class except where education is a professional prerequisite or mandated by state or federal law (e.g., medical doctor requires a medical degree). The announcements should reflect all acceptable substitutions.

N.   Desirable Skills or Special Conditions - a brief statement to inform applicants of a desirable skill or special condition unique to the announced vacancy. For example: Shorthand or dictation skills desirable. Applicants will be required to submit to and pass a background check.

O.   Required Documents – any verification documents (college transcript, professional license, certification, etc.) that are required and when the documents must be submitted prior to completion of the selection process.

P.   Submit Application To: - where and how to apply for the vacancy. Agencies should also consider repeating the information pertaining to documents required to be provided at the time of application process.

Q.   Important Information - Agencies should provide applicants with information on how the application will be used in the selection and/or examination process. As a minimum, include a statement that the application is part of the selection (and/or exam) process and that the applicant will be notified of the results of the application review. **Caution**: Do not automatically include the statement "Applications are a part of the exam process", as has been recommended in the past. Only include the statement if it has been determined that the application will be used in ranking applicants.   When an agency includes this statement, the agency is informing the applicants that the application is an examination and, thus, applicants will be allowed to appeal an agency rejection of his/her application under the appeal process for conduct/content of an examination instead of appealing under the Director's review of an application rejection, as would normally be the case. Therefore, in deciding what information should be included, an agency should consider two issues.

1.   Is the application only to be used as a screening instrument to determine if the applicant meets the minimum qualifications/requirements for the position? If yes, the following is an appropriate statement to be included on the announcement.

Applications are a part of the selection process. Your application will be reviewed to determine if you meet the minimum position requirements. Be sure your application specifically addresses the requirements as listed in the minimum qualifications/requirements section of the job announcement.

Address specialized work experience, work products, and accomplishments as they relate to the position duties and minimum requirements. Attach additional pages if necessary to fully explain your experience and accomplishments. When additional documents (transcripts, licenses, certificates, etc.) are required make sure you include them with your application packet. Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position. **Resumes will not be accepted in lieu of the Official State Application Form.**

Your application will be reviewed by a qualified Human Resource Specialist to determine if you meet the minimum position requirements. If your application does not demonstrate that you meet the minimum requirements, you will not be considered for the vacancy. You will be notified of the results of the application review.

2. Is the application going to be evaluated (scored for education, training and experience of the applicant) as one part of the examination process? If yes, then the statement that the application is a part of the exam should be included in the important information section. Following is an example of appropriate statements <u>if the application is going to be used as a screening instrument and as a scored part of the examination process</u>.

Applications are a part of the selection process and will be reviewed to determine if you meet the minimum requirements for the position. Be sure your application specifically addresses the requirements as listed in the minimum requirements section. Address your specialized experience, work products, and accomplishments as they relate to the position duties and minimum requirements. Attach additional pages if necessary to fully explain your experience and accomplishments. When additional documents (transcripts, licenses, certificates, etc.) are required make sure you include them in your application packet. Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position. **Resumes will not be accepted in lieu of the Official State Application Form.**

Your application will be reviewed by a qualified Human Resource Specialist to determine if you meet the minimum position requirements. If your application does not demonstrate that you meet the minimum requirements, you will not be considered for the vacancy. You will be notified of the results of the application review.

Your application will also be used as a part of the examination process. It will be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. You will be notified of the examination results.

Agencies also may have established a procedure that requires a different human resource specialist to conduct an additional review all applications that have initially been rejected during the application screening. In the past, agencies who use this procedure have stated on the announcement that the second review is final. However, this type of statement violates Personnel Board Rules and Personnel Director's Administrative Procedures because of the due process right to request a review of the application rejection. Although it is highly recommended that agencies conduct a second, independent review of any application rejection, <u>DO NOT STATE</u> on your announcement: "THE SECOND REVIEW WILL BE FINAL"

Applicants have a right to request the Personnel Director review any application rejection by an agency and agencies must provide applicants with information on the review process for the Director's Review of an Application Rejection. Agencies have the option of providing the application review statement on the Job Announcement or on the agency's letter of notice of application rejection to the applicant. For consistency, it is recommended that you consider including the Director's application review notice on the Job Announcement. Following is an example of an appropriate statement to use for providing the Director's Review process:

> *If your application is rejected you may contact this office, telephone: _____, to attempt to resolve any questions you may have concerning your qualifications. You must contact this office within 5 days from the date of your receipt of notice of rejection of your application. If you do not agree with our decision concerning your qualifications, you also have the right to have your application rejection reviewed by the State Personnel Director. However, you must submit your request for Director's review in writing and the request must be received in the State Personnel Director's office within 10 days from the date of your receipt of the original notice of rejection of your application. Your written request for review must include the following: 1) Job title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversation; 5) specific issue; and 6) reason(s) it is believed the decision was arbitrary, capricious, or contrary to rule or law. This request for review should be directed to: State Personnel Director, Attention: Appeals Processing, 1120 Lincoln Street, Suite 1420, Denver, CO 80203.*

R.   <u>Accept Application By Internet</u>. If an agency desires to allow applicants to apply for jobs via the web and/or the agency desires to receive job applications via the web, the agency can accomplish this task by using the radio button on the Job Announcement form. Selecting the "Yes" button enables the link to allow applications to be received via the web. Selecting the "No" will prevent applications from being received via the web.

Attachment B provides recommendations and additional information to include for each portion of the announcement when publishing job announcements to include recommended wording of the process pertaining to the agency's screening of applications and suggested wording to provide the information pertaining to the Director's Review process.

PRODUCTION OF ANNOUNCEMENTS

The Applications Services unit of Computer Information Technology Services in the Department of Personnel & Administration developed a Lotus Notes Job Announcements system, hereinafter known as Job Announcements, to provide a uniform and simple method to produce job announcements for display on the Internet (Web). The Job Announcements system also makes it easy for agencies to produce paper copies of announcements for distribution and posting. The Job Announcements system may also be used to produce job announcements that <u>will not be</u> displayed on the Web. A detailed users' guide to Job Announcements is available in the Notes News section of the Job Announcement system. Attachment A also provides additional facts about Job Announcements. Job Announcements allows the user to:

A. Create a new job announcement - displays a blank Job Announcements form ready for data entry.

B. Create a new reallocation notice - displays a blank Reallocation form ready for data entry.

C. View current announcements by class - a list, in class code order, of all open announcements and announcements that have been closed for 45 or fewer days.

D. View current announcements by agency - a list, in alphabetical order by agency, of all open announcements and announcements which have been closed for 45 or fewer days.

E. View new announcements - a list of the five most recent calendar days on which at least one announcement was released. Allows the user to view and print current announcements.

ERRORS, CHANGES and CANCELLATIONS

Should any substantial changes be made required in a job announcement (e.g., minimum qualifications, locations, salary, type of employment, etc.) after the announcement is published, the announcement should be canceled, re-announced and re-distributed with a new closing date set for filing applications.

Once a job vacancy has been announced by an agency, the agency should keep all applicants informed of their status during the selection process to fill the vacant position. When an announcement, as a result of an error in the announcement, is canceled by the agency, the agency canceling the announcement has sole discretion to determine the appropriate means to notify and inform individuals who submitted applications in response to the announcement.

ATTACHMENT A

FACTS ABOUT LOTUS NOTES JOB ANNOUNCEMENTS

➢ Job Announcements may be used to produce job announcements for any type of vacancy. It allows the user to publish the document to the Web, if the type requires, and/or produce printed copies of the announcement. Job Announcements, at the agency's discretion, may also be used to create a job announcement that allows applicants to apply via the web.

➢ Job Announcements may be used to produce Reallocation notices/announcements. This type of announcement does not need to be published to the Web. A printed copy is produced.

➢ Announcements are published on the Web every two hours between the hours of 6 A.M. and 6 P.M., seven days a week.

➢ An announcement saved using the "Save & Publish" button will be published on the Web at the next scheduled time.

➢ A published announcement will remain on the Web until the closing date.

➢ An announcement saved using the "Save" button will not be published on the Web.

➢ An announcement that was previously saved and published will be removed from the Web if the document is selected and saved using the "Save" button.

➢ The Navigator Pane in Job Announcements displays a number of buttons to allow the user access to the announcements in different configurations as well as other information related to the selection process. Listed below are some of the buttons on the system and their function:
  ✓ Create New Job Announcement - blank job announcement form, ready for data entry.
  ✓ Create New Reallocation - blank Reallocation form, ready for data entry.
  ✓ View Current Announcements by Class - class code order list of announcements that are currently open or closed within the last 45 days.
  ✓ View Current Announcements by Agency - alphabetical list by agency of announcements that are currently open or closed within the last 45 days.
  ✓ View New Announcements - list of the five most recent calendar days on which at least one announcement was released.
  ✓ Notes News - will be displayed on the left section of the Navigator Pane when new information about updates, changes/additions or helpful hints has been added. Alerts users that new information is available. Approximately two weeks after the information has been available the button moves to the right again hidden from view.
  ✓ View Old Announcements by Class - "hidden" on the right side of the pane - class code order list of announcements that closed more than 45 days ago.
  ✓ View Old Announcements by Agency - "hidden" on the right side of the pane - alphabetical list by agency of announcements that closed more than 45 days ago.
  ✓ Print Selection System Management Documents - "hidden" on the right side of the pane - accesses a view that lists documents issued by the Department of Personnel & Administration Workforce & Staffing Consultants Unit. Documents provide current versions of information for users and may be printed at the agency site.

➢ Any user may view an announcement by using the "Read Announcement" button that appears in View Announcements by Agency, View Announcements by Class, or View New Announcements.

➢ Only a user in the agency that created an announcement may modify an existing announcement by using the "Edit Announcement" button that appears in View Announcements by Agency, View Announcements by Class or View New Announcements.

➢ Any user may print an announcement. One or more announcements may be printed from View New Announcements by placing a checkmark in the margin in front of the announcement(s) you wish to print. Click on the "Print Selected Announcements" button. When the printer dialog box appears select the "Print Selected Documents" option. Be sure the document separation parameter is set to "Page Break" to ensure that each announcement is printed as a separate document.

➢ One or more announcements may be deleted from Job Announcements by clicking in the column to the left of the announcement(s) which places a "√" to indicate it has been selected. Press the delete key on the keyboard. A wastebasket replaces the "√" to mark the announcement(s) for deletion. When you exit the system you will be asked to confirm that you wish to delete the files from the system.

➢ The "Clone" button in the edit mode allows the user to re-create a copy of an existing announcement and still retain the original version of the announcement.

➢ An announcement created in Job Announcements may be saved to an external file by using the Export function.

➢ A job announcement that is created and printed before being saved will print the default values for the fields rather than the data that has been entered. Save the file prior to printing to obtain a printed copy of what is displayed on the screen.

➢ The job title used on the Web when an announcement is displayed by Job Title is the state class title that corresponds to the class code. The user may enter a working title in the job title field on the announcement. This working title will be displayed on the announcement.

Recommendations for Job Announcements

State of Colorado

Vacancy/Announcement Type: (Required) (i.e. *Open Competitive*)

EMPLOYMENT OPPORTUNITY
Name of Agency: (Required) (i.e. *Department of Personnel & Administration*)

Job Title: (Required)   Use the official class title but also include a working title in parentheses, for example: *General Professional III (Human Resources Specialist)* Important Note: Do not use the "#" symbol when entering information in this field.

Position Number: (Required) Important Note: Do not use the "#" symbol when entering information in this field.

Job Location: (Required)   Where the person will work if hired, for example: *Division of Human Resources-Denver (812)*

Salary: (Required) Publish expected salary or salary range, if salary is negotiable.

Release Date: (Required) Date announcement was published.

Apply By: (Required) The last date in which applications will be accepted.

Employment Type: (Agency Discretion) Example: *Full Time* (Note: Required if using Lotus Notes)

Class Code: (Required) Example: *H6G2XX* Important Note: Do not use the "#" symbol or place spaces before or after the class code when entering information in this field

INFORMATION ABOUT THE JOB:

JOB DUTIES. Describe the duties required for the job with as much detail as practical. (Define what the job does.) Include the type of tasks that are accomplished in the job, the work products to be completed, or the major activities of the job.

> *Example: Duties of a Materials Handler II as listed on a recent Job Announcement: Provide and prepare purchase orders, bids, quotes, and receiving forms; assign budget codes; and price materials for final approval or acceptance by plant manager or purchasing authority. Determine availability, suitability, quality, pricing, delivery times, and development of other pertinent information. Place orders with vendors, negotiate terms of purchase including pricing, method of delivery, etc. Enter and track storeroom inventory and purchasing requests. Prepare materials estimates for special projects.*

Receive, enter, post and track storeroom inventory on computer, including posting prices, making receiving reports, tracking, and signing receiving reports. Receive requests for materials and supplies within the agency. Supervise tool check out system; maintains working condition of tools; and replacing tools as needed.

MINIMUM QUALIFICATIONS/REQUIREMENTS: Define the qualifications/requirements with as much detail as possible. Instead of using the statements "six months experience using Microsoft Word and Excel" expand to state exactly what skills are needed in the position, for example: "Six months experience using word processing software to create letters, tables, mail labels and merging information into documents and an additional six months experience using data management software with strong skills in creating spreadsheets, creating data reports, and management documents. Additionally, do not depend totally on the Minimum Qualifications on the Human Resources Web Site; many of these are now outdated and/or in transition.

Example 1 of Minimum Requirements**:** (taken from a Materials Handler II job announcement): *"Two years experience which includes receiving, storing, and issuing a wide variety of supplies and equipment."*

A Suggestion to improve the Minimum Qualifications/Requirements for the job announcement for the Materials Handler II position could include: *Two years experience which includes handling, shipping, receiving, storing, inventory, distribution and warehousing of goods, supplies, and equipment; knowledge of purchasing, receiving, pricing, and delivery of goods; knowledge of storeroom inventory; and basic use of computers to track inventory.*

Example 2 of Minimum Requirements**:** (taken from a Youth Services Counselor II job announcement): *Bachelor's degree from an accredited college or university in one of the human behavior sciences, corrections, criminal justice, or closely related field **AND** two years professional experience performing administrative and/or case management work for adjudicated youth in secure correctional community-based residential or non-residential supervised programs. Such experience must have included preparing treatment and/or sentencing recommendations; developing case plans; identifying and referring youth to appropriate services; and providing court and/or parole hearing testimony. This experience must be specifically documented on your application.*

SUBSTITUTIONS: Colorado Revised Statutes and the Personnel Board Rules and Personnel Director's Administrative Procedures state that applicants shall not be rejected solely because they do not have the education required in the class specifications except where education is a prerequisite for a profession or is required by law. Where education is not a prerequisite or is not required by law, an applicant's experience shall be considered. Following is an example of a Substitution taken from a Youth Services Counselor II job announcement):

A master's or doctoral degree in one of the fields identified may substitute for one year of required experience. Work experience in the occupational field or specialized subject area of work assigned to the job that provided the same kind, amount and level of knowledge acquired in the required education could substitute on a year-for-year basis for the bachelor's degree.

REQUIRED DOCUMENTS. If documents (college transcript, professional license, certification, etc.) are required to verify minimum qualifications of education/certification, agencies should include the requirement and when the documents must be submitted prior to completion of the selection process. A short statement will suffice, for example: *A copy of your college transcript is required at the time of application to verify education. See resume will not be accepted in lieu completing the required duties section of the Official State of Colorado Application.*

IMPORTANT INFORMATION ON HOW TO SUBMIT YOUR APPLICATION:

Submit Application To: (Required)   Applicants who desire to apply for positions within the State of Colorado classified employee system should be required to use the following State of Colorado application forms: **State of Colorado Application for Announced Vacancy and State of Colorado Demographic Information Form**.   Agencies should inform applicants that they are required to complete both an Application for Employment and a separate Demographic Information Form for each position for which the applicant applies. Agencies also should inform applicants in the announcement on when, how and where to obtain applications. If your agency uses an agency-specific application, applicants must be informed of how and where to obtain the agency-specific application. See the following example statement for the "Submit Application To" area of the job announcement:

> *Please review the job duties and minimum qualifications carefully. If you meet the minimum qualifications, your Official **State of Colorado Application for Announced Vacancy, State of Colorado Demographic Information Form**, and a copy of your college transcripts **must be received no later than 5:00 p.m., on the apply by date** at the following address. Note: see resume will not be accepted in lieu of completing the required duties section of the Official State of Colorado Application. Applicants may FAX applications to (303) 866-2458, Attention: Marshall Norman.   **Postmarks will not be accepted.** Additional information about the position may be obtained by contacting Mr. Norman at (303) 866-4227.*

> *Department of Personnel & Administration*
> *Attention: Marshall R. Norman*
> *1313 Sherman Street, Room 110*
> *Denver, CO 80203*

> *State of Colorado Applications for Announced Vacancy and the State Demographic Information Form may be obtained from Division of Human Resources, 1313 Sherman Street, Room 110, in Denver or from the State of Colorado Job Announcement Site:*

> ***http:// www.gssa.state.co.us/announce/Job+Announcements.nsf/$about?OpenAbout***

IMPORTANT INFORMATION ABOUT HOW THE APPLICATION WILL BE PROCESSED AND USED IN THE SELECTION PROCESS: Agencies should provide applicants with information on how the application will be used in the selection and/or examination process. The statement "Applications are a part of the exam process" that has been required in the past should be considered carefully before you use it on any future job announcements. Agencies should consider two issues.

A.   If the application is only going to be used to screen applicants to determine if the minimum qualifications/requirements are met, following is an example of an appropriate statement when the application is only used as a screening instrument.

> *Applications are a part of the selection process and will be reviewed to determine if you meet the minimum requirements for the position. Be sure your application specifically addresses the listed minimum requirements. Your specialized work experience, work products, and accomplishments should be addressed as they relate to the position duties and minimum requirements. Attach additional pages if necessary to fully explain your experience and accomplishments. If additional documents (transcripts, licenses, certificates, etc.) are required to verify your qualifications make sure you include them in your application packet. Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position.   **Resumes will not be accepted in lieu of the Official State Application Form.***

B.   However, if the application will be evaluated (score the education, training and experience of the applicant using the application) as one part of the examination process, then the statement that the application is a part of the exam should be included in the important information. An example of an appropriate statement if the application is going to be used as a screening instrument and as a scored part of the examination process follows.

> *Applications are a part of the selection process and will be reviewed to determine if you meet the minimum requirements for the position. Be sure your application specifically addresses the requirements as listed in the minimum requirements section. Address your specialized experience, work products, and accomplishments as they relate to the position duties and minimum requirements. Attach additional pages if necessary to fully explain your experience and accomplishments. When additional documents (transcripts, licenses, certificates, etc.) are required make sure you include them in your application packet. Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position. **Resumes will not be accepted in lieu of the Official State Application Form.** Your application will also be used as a part of the examination process. It will be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. You will be notified of the examination results.*

PLEASE NOTE: AGENCIES <u>MUST NOT INCLUDE</u> THE STATEMENT: "THE SECOND REVIEW WILL BE FINAL" in the job announcement pertaining to the agency's original screening of the application. This statement is a violation of the Personnel Board Rules and Personnel Director's Administrative Procedures.   Applicants have a right to request the Personnel Director review of any application rejection.

The following information is also recommended to be included on an announcement under IMPORTANT INFORMATION pertaining to the agency's screening of applications and suggested wording of the information pertaining to the Director's Review process:

> *Your application will be reviewed by a qualified Human Resource Specialist to determine if you meet the minimum position requirements. If your application does not demonstrate that you meet the minimum requirements, you will not be considered for the vacancy. You will be notified of the results of the application review.*

Depending on the agency selection process, some agencies may also want to include an additional statement such as: *If there are questions related to your qualifications as they relate to the minimum requirements, your application will be reviewed by a different qualified Human Resource Specialist.*

Agencies must provide applicants with information pertaining to the process for Director's Review of an Application Rejection. Agencies have the option of when to provide this information. The agency may provide the statement: 1) on the Job Announcement itself, or 2) on the agency's letter of notice of application rejection to the applicant. For consistency, it is recommended that agencies consider including the Director's application review notice on the Job Announcement.   Following is the *<u>recommended wording for the Job Announcement or the Notice of Rejection Letter</u>*:

> *If your application is rejected you may contact this office, telephone: _____, to attempt to resolve any questions you may have concerning your qualifications. You must contact this office within 5 days from the date of your receipt of notice of rejection of your application.*

If you do not agree with our decision concerning your qualifications, you also have the right to have your application rejection reviewed by the State Personnel Director. However, you must submit your request for Director's review in writing and the request must be received in the State Personnel Director's office within 10 days from the date of your receipt of the original notice of rejection of your application. Your written request for review must include the following: 1) Job title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversation; 5) specific issue; and 6) reason(s) it is believed the decision was arbitrary, capricious, or contrary to rule or law. This request for review should be directed to: State Personnel Director, Attention: Appeals Processing, 1120 Lincoln Street, Suite 1420, Denver, CO 80203.

ACCEPT APPLICATION BY INTERNET. An agency may desire to allow applicants to apply for jobs via the web and/or the agency desires to receive job applications via the web, the agency can accomplish this task by using the radio button on the Job Announcement form. Selecting the "Yes" button enables the link to allow applications to be received via the web. Selecting the "No" will prevent applications from being received via the web. (Required to select one of the two buttons.)

YOU MUST BE A RESIDENT OF COLORADO TO APPLY: (Required unless a Residency Waiver is formally approved by the State Personnel Board)

THE STATE OF COLORADO (or Agency) IS AN EQUAL OPPORTUNITY EMPLOYER.